



## Development Services Agency

John R. Kasich, Governor

David Goodman, Director

November 16, 2015

Nelson W. Burns, President/CEO  
Coleman Professional Services, Inc.  
5982 Rhodes Road  
Kent, Ohio 44240

**Subject:** Monitoring Notice; Homeless Crisis Response Program; Grant Numbers: S-L-13-7GJ-1, S-L-14-7GJ-2, S-Y-12-7GJ-1 & S-Y-14-7GJ-1

Dear Mr. Burns:

On November 20, 2015, at approximately 9:30 a.m., Kimberly Alexander will visit Coleman Professional Services, Inc. to monitor the above-listed grant to ensure that Coleman Professional Services, Inc. is carrying out the OCD-approved grant as described in the grantee's application, in accordance with applicable laws and regulations, and in a timely manner. The following information will be reviewed: project progress/completion and corresponding outcomes, program administration, and financial management, including internal control procedures and/or recordkeeping.

An entrance interview will be conducted prior to the monitoring followed by an exit interview at the conclusion. Also, please allow time for a facility site visit. Staff responsible for specific items to be reviewed should be available during the monitoring visit.

A copy of the review tool that will be completed during the monitoring visit may be found at [http://development.ohio.gov/cs/cs\\_hshp.htm](http://development.ohio.gov/cs/cs_hshp.htm) (Supportive Housing Monitoring Tool). In preparation for the monitoring, the agency should have available for review:

- Policies and procedures (pages 3 and 7 of the Monitoring Tool)
- Financial processes (page 4 of the Monitoring Tool)
- Client files and outcomes for the grants to be monitored for the specific program (pages 13-17 of the Monitoring Tool)
- A list of expenditures charged to each grant activity as well as items needed to conduct a cash disbursements test (page 5 of the Monitoring Tool)

Please note that not all pages of the posted monitoring tool may be applicable since some are program-specific.

In addition, the agency's implementation of the Homeless Management Information System (HMIS) will be reviewed (pages 9-12 of the Monitoring Tool). As part of the HMIS review, the agency should run an HMIS-generated Annual Progress Report (APR) for the period of January 1, 2014 through December 31, 2014.

Once the monitoring visit is complete, OCD will notify Coleman Professional Services, Inc., in writing, of any conclusions made as a result of the visit, and provide technical assistance to resolve any noted deficiencies.

77 South High Street  
P.O. Box 1001

Columbus, Ohio 43216-1001 U.S.A.

614 | 466 2480  
800 | 848 1300

[www.development.ohio.gov](http://www.development.ohio.gov)

Questions regarding the monitoring visit should be directed to Kimberly Alexander at (614) 466-0740.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Gary", with a stylized flourish at the end.

Scott Gary, Supportive Housing Manager  
Office of Community Development

SG/KA/TDK

c: Monitoring File